



County of Los Angeles
CHIEF ADMINISTRATIVE OFFICE

713 KENNETH HAHN HALL OF ADMINISTRATION • LOS ANGELES, CALIFORNIA 90012
(213) 974-1101
<http://cao.lacounty.gov>

DAVID E. JANSSEN
Chief Administrative Officer

January 25, 2007

Board of Supervisors
GLORIA MOLINA
First District

YVONNE B. BURKE
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

To: Supervisor Zev Yaroslavsky, Chair
Supervisor Gloria Molina
Supervisor Yvonne B. Burke
Supervisor Don Knabe
Supervisor Michael D. Antonovich

From: David E. Janssen
Chief Administrative Officer

OFFICE OF COUNTY COUNSEL MANAGEMENT APPOINTMENT

Consistent with the August 4, 1998 Board-approved policy on managerial appointments, we have reviewed and recommend Board approval of the Office of County Counsel's attached request to promote Ms. Leela Kapur to the unclassified position of Chief Deputy County Counsel, Item #09218A, at an annual salary of \$186,485. This will place Ms. Kapur within the fourth quartile of salary schedule R-18 and will result in a 9.0 percent salary increase. This will place Ms. Kapur with equitable compensation to the existing Chief Deputy County Counsel position.

Ms. Kapur is currently a Senior Assistant County Counsel for the Government, Health, and Social Services Practice Group. This Practice Group consists of the Dependency, Dependency Appeals, Government Services, Health Services, and Social Services Divisions. These units provide comprehensive general counsel services, including advice, litigation support and transactional work for the Departments of Children and Family Services, Health Services, Mental Health, Public Social Services, as well as a number of related County departments and commissions.

As Chief Deputy, Ms. Kapur will assist County Counsel with office management and direct overall legal and administrative policy. She will directly supervise the house counsel, operational and administrative aspects of the four Practice Groups and the Administrative Services Bureau. This promotion will allow the office of County Counsel to continue its goal to enhance the County's litigation and cost management efforts.

In accordance with the policy on managerial appointments, please advise this office if you would like this request placed on an upcoming agenda for Board action. Unless otherwise instructed by January 31, 2007, we will authorize the Office of County Counsel to proceed with the appointment.

Please contact me if you have any questions or need additional information.

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SK:AHW:ljp
Attachment

c: Executive Officer, Board of Supervisors
Office of County Counsel
Director of Personnel

kapur.bm

"To Enrich Lives Through Effective And Carina Service"



COUNTY OF LOS ANGELES
OFFICE OF THE COUNTY COUNSEL

648 KENNETH HAHN HALL OF ADMINISTRATION

500 WEST TEMPLE STREET

LOS ANGELES, CALIFORNIA 90012-2713

RAYMOND G. FORTNER, JR.
County Counsel

January 25, 2007

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(213) 633-0901

TO: DAVID E. JANSSEN
Chief Administrative Officer

FROM: RAYMOND G. FORTNER, JR.
County Counsel

RE: **Request for Authorization to Promote**

This is to request your authorization to promote Senior Assistant County Counsel Leela Kapur to the vacant budgeted unclassified position of Chief Deputy County Counsel at an annual salary of \$186,485, constituting a raise of 9%.

This promotion is urgently needed to assist in critical management activities in the Department. I therefore request an effective date of February 1, 2007.

Ms. Kapur is currently the Senior Assistant County Counsel of our Government, Health, and Social Services Practice Group. This Practice Group consists of the Dependency, Dependency Appeals, Government Services, Health Services, and Social Services Divisions, and provides comprehensive general counsel services, including advice, litigation support and transactional work for the Department of Children and Family Services, Health Services, Mental Health, Public Social Services, as well a number of related Departments and County commissions. As a result of this assignment, Ms. Kapur, and the staff under her direction, have also worked closely with the Board of Supervisors and other County Departments such as the Auditor-Controller and Internal Services. Because of promotions and retirements over the past five years, Ms. Kapur has successfully recruited and assimilated a number of new attorneys and management staff into the office.

Ms. Kapur has dealt with numerous and varied complex issues, many arising from the fiscal and other challenges confronting the Department of

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Office of the County Counsel

Health Services, including litigation arising from the issues facing Martin Luther King, Jr. Hospital and the system-wide service reductions, issues related to the Department's graduate medical education programs and the affiliation agreements with the medical schools, and compliance and financing issues. The complexity and significance of these issues has required Ms. Kapur to work directly with all of the Board members and their staffs, as well as Department Heads, and elected officials from other governmental agencies.

Ms. Kapur has also been involved in several Countywide projects and initiatives. She and her staff have worked with the County's HIPAA Task Force, as well as with each impacted Department, on the implementation of the HIPAA privacy and security requirements. She also worked with the Department of Public Social Services and the State to address and respond to the Food Stamp Program sanctions imposed by the federal government.

For many years, Ms. Kapur has been responsible for providing advice and creating and participating in training programs on the conflict of interest laws, contracts, and the recently enacted requirement for ethics training. In those roles, she has worked with every department in the County as well as all of the Board members and their staffs.

As a Chief Deputy, Ms. Kapur will formally move to a broader level of supervision and management, and greatly assist me in running the office and directing overall policy in the provision of legal services as well as office administration, a role she has in large measure been fulfilling for some time. Ms. Kapur has a broad knowledge of the law, and possesses a high level of maturity, judgment, and common sense. In the role of Chief Deputy, Ms. Kapur will serve as my second in command, and be in charge of the office in my absence. She will directly supervise the house counsel, operational and administrative aspects of the four Practice Groups in the office, and the Administrative Services Bureau. For some period of time, she will also continue to directly supervise the Health Services Division. Promotion to these duties and responsibilities will allow me to pursue my goal of continuing to enhance our litigation and cost management efforts by focusing the activities of the other Chief Deputy position, occupied by Donovan Main, on the role envisioned for that position when it was created by the Board in 2002. It is time in her professional career, and for the good of the office and the County, for her appointment to this second highest position in the office.

RGF:ph